



THE ASSISTANT SECRETARY OF THE NAVY
Research Development and Acquisition
1000 Navy Pentagon
Washington DC 20350-1000
MAR 26 2002

MEMORANDUM FOR DISTRIBUTION

Subj: DEPARTMENT OF THE NAVY SMALL BUSINESS IMPROVEMENT
PLAN FOR FISCAL YEAR 2002 - INITIATIVE
IMPLEMENTATION

Encl: (1) Small Business Training Opportunities

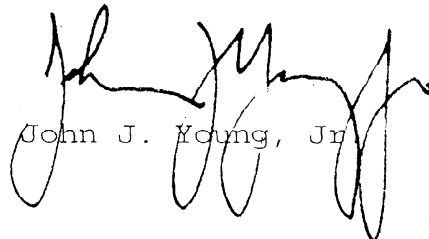
The subject plan, signed by the Under Secretary of the Navy, commits the Department of the Navy (DoN) to undertaking initiatives to improve Small Business Program performance. Your support of these initiatives, and your commitment to executing your Command's Small Business Improvement Plan, are critical to DoN realizing its target performance.

Training is one of the initiatives. In the plan, DoN has committed to providing small business training to its program management, contracting, and small business specialist communities. Enclosure (1) is provided to assist you in identifying training opportunities for individuals within these communities to ensure that they receive training during this fiscal year.

Another initiative is development of a knowledge portal. If individuals under your command are asked to assist in this development, please support their efforts.

The final initiative is incorporation of a commitment to improve Small Business Program performance into each Head of the Contracting Activity's corporate strategic plan. Please support me by ensuring that this commitment is incorporated before the end of this fiscal year.

If you have any questions or need assistance, please contact Ms. Deborah Tronic, (703) 602-2842, tronic.Deborah@hq.navy.mil.


John J. Young, Jr.

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Small Business Training Opportunities

CTC 419 "Small Business Program and Required Sources" is a DoN classroom course for contracting personnel. Details on this course are available at the Naval Facilities Acquisition Center for Training web site www.nfact.navy.mil.

The DoN Small and Disadvantaged Business Utilization (SADBU) Office is developing a web-based version of "Small Business Program and Required Sources". This new training vehicle will be posted on the DoN SADBU web site, www.hq.navy.mil/sadbu, as soon as it is available.

The small business specialist at each activity will provide training to groups within the activity, if training is requested.